

Site Visit Programmatic Questions
Elizabeth House - August 24, 2015

1. Update Report

- Review your two most recently submitted Update Reports: are you meeting Report Count goals?
- Note any significant differences between the reports: are programs stable? Improving? What do the reports indicate about progress in your programs? Programs have been steady with the work plan forecasts.

2. Work Plan

- Review your 2012-16 grant application's description of the program you are asking to be funded. Note the services and activities you said you would provide and the number of clients you would serve.
- Prepare a short summary of your current program(s) and the number of clients being served. How does what you describe in the application compare with what you are currently providing? Have any programs and/or activities or services been added or removed? Have the number of clients being served per quarter decreased or increased since October, 2012? Is there anything particular you want to share about your current program to explain its current status?
Elizabeth House is planning to close its doors in the summer of 2016.
- Do you anticipate making any changes to the 2015-16 Work Plan? If so, in what way and for what reasons?
No plans will be made to change the work plan.

3. Fiscal Review

- Review of the 2014-15 expenditures spreadsheet
- Have you or do you intend to revise your 2015-16 budget justification? Keep in mind that the current budget justification remains in effect until a revision is approved.
- Review the guidelines regarding expectations for invoice and verification submissions (attached), and the new requirement to submit both to financial for invoice payment. Review MDH's efforts to move to paperless invoicing.
- If your Financial Reconciliation has taken place, the findings will be reviewed. Review will take place in 2015-16.
- If you have an elevated risk designation, and your report cited any concerns, these will be discussed.

4. Grant Closeout Form

- You will have an opportunity to review a draft of your Grant Closeout Form.

5. 2014-16 Evaluation (availability of items below depend on date of site visit)

- Your 2014 Evaluation Report Summary will be discussed.
- Your 2015-16 Evaluation Plan will be discussed. Any suggestions provided in your 2013-14 Report Summary should be included in the plan, if you are continuing the same evaluation. If you are planning a new evaluation, details will be discussed.

Progress is being made on the evaluation plan and project.

6. Positive Alternatives website

- The PA website is being/has been reconfigured. Its scope is reduced. Resources for grantees will remain basically the same.
- Consider providing suggestions for additions/deletions

7. Provide Updates

- Have you made any changes to your application Face Sheet data?
No, not at this time.
- Do you want to revise your website posting?
No, not at this time.

8. Issues specific to this grantee

This grantee is planning to close their organization in the summer of 2016. Grant funds will be used for the rest of the grant cycle. Although interest still exists for the program they are providing, the board of directors has many members that are retiring and moving away from the area. There has been difficulty finding community members to replace the once dedicated board. MDH will assist the grantee in their plan to close their operation once the grant cycle has been completed.

9. Tour of Facility

- If your facility has been remodeled or updated with grant funds, be prepared to provide a tour of the area
- If grant-funded activity areas have been significantly altered, be prepared to provide a tour of the area

10. How can MDH be more supportive of your program?

11. Other?